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# DLA ADMINISTRATIVE SUPPORT CENTER

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<b>POSITION:</b>	Quality Assurance Specialist (Chemicals), GS-1910-11	<b>ANNOUNCEMENT:</b>	267-97TS
<b>LOCATION:</b>	Defense Contract Management Command District International (DCMDI)	<b>OPENING DATE:</b>	July 9, 1997
<b>Duty Station:</b>	Singapore	<b>CLOSING DATE:</b>	July 24, 1997

**AREA OF CONSIDERATION:** Appointable Employees of Department of Defense

**DUTIES:** Incumbent reviews assigned contracts for petroleum and other related commodities and corresponding solicitations to identify products, mode of shipment, applicable specifications, sampling and testing requirements, contract provisions that affect quality assurance procedures, and quality inspection requirements. Provides recommendations to the Area Fuels Manger and the DCMAO Quality Division as to status of contractor performance as evaluated by developing an IQUE program tailored to each specific contract assigned. Performs technical support and advisory assignments such as: pre-award and post-award contract reviews to ensure that contract contain the appropriate level of quality assurance requirements; analyzes reports and makes recommendations on production quality issues relating to contractor supplier quality assurance, nonconforming material control and disposition; determines proper blending and injection procedures and methods based upon analytical data evaluated; initiates the implementation of IQUE at contractor facilities; performs direct and indirect inspection of production output prior to and during acceptance into Government inventory; and serves as a variety of facility ranging from refineries, packaging plants, laboratories tank truck and tank car loading racks to commercial airports and marine loading/discharge facilities.

**QUALIFICATION REQUIREMENTS:** Applicants must have one year of specialized experience at or equivalent to the GS-9 level which has demonstrated a practical knowledge in monitoring, controlling, or maintaining the quality of products or services in quality assurance, procurement, inspection, production, or related areas. Qualifying experience includes (1) reviewing production activities and capabilities in light of contract quality requirements; (2) reviewing written quality or inspection procedures for adequacy, and evaluating the implementation and effectiveness of quality/inspection systems, including sampling plans; (3) analyzing quality data to detect unsatisfactory trends or weaknesses in the quality/inspection system; (4) verifying by test or inspection, using sampling inspection or intensive product inspection techniques that products comply with requirements prior to acceptance; (5) identifying inadequacies and requesting corrective action; (6) computing data, summarizing results, and preparing reports or charts depicting pertinent relationships using statistical methods; (7) investigating customer complaints and deficiency reports, and providing identification of causes to appropriate authorities; (8) reading, interpreting and applying technical data such as blueprints, engineering drawings, product specifications, or technical manuals; and (9) reviewing and evaluating supply systems operation and procedures through periodic audits and surveillance inspections. Applicants must have served at least one year in grade GS-9 to meet OPM time-in-grade requirements.

<b>EVALUATION METHODS:</b>	<b>MAXIMUM POINT VALUE</b>
1. Quality of Experience	65
2. Performance Appraisal	15
3. Education, Training and Self Development	15
4. Awards	5
	100

**METHOD OF RANKING:** Applicants competing for promotion will be given a score based on the completion of the attached Merit Promotion Questionnaire.

**OTHER:**

1. This position may be filled through means other than the competitive promotion process. This may include reassignments to repromotion of qualified eligibles or appointment from an Office of Personnel Management Certificate of Eligibles. In such case, this announcement will be canceled and all applicants so advised.
2. Time in grade and qualification requirements must be met by the closing date of this announcement.
3. All qualified reassignment applicants within the stated area of consideration will be referred for selection consideration. Employees competing for promotion are subject to the evaluation methods outlined above.
4. SF-171(s) and related forms transmitted by facsimile equipment will not be accepted.
5. This position is designated noncritical sensitive as defined in DOD 5200.2-R and therefore requires that a personnel security investigation be adjudicated for security eligibility on a preappointment basis. This requirement may take 90 days or longer to process.

6. TDY is required.
7. The tour length for this overseas location is 2 years. Extension(s) up to a maximum of 5 years is possible, however, extensions are not guaranteed and no promise of an extension is implied.
8. Tax free living quarters allowance (LQA) is provided for the annual cost of suitable, adequate housing for the employee and his/her family. The LQA is payable to eligible civilian employees when governing owned or rented quarters are not provided without charge at the employee's permanent duty station in a foreign area.
9. Post Allowance (PA) is authorized. PA is a tax free cost-of-living allowance (similar to locality pay) that reimburses an employee for certain living costs incurred while stationed in a foreign area where the cost of living, other than quarters, is much higher than in Washington, D.C.
10. Concurrent transportation of dependents is authorized.
11. Nontemporary storage (NTS) is authorized. NTS at government expense may be authorized for a period not to exceed the length of the tour of duty in the overseas area.
12. Shipment of household goods (HHGs) to the overseas area is authorized. (NTS and HHGs shipment combined can not exceed 18,000 pounds).
13. One privately owned vehicle may be shipped at government expense. (Strict Limitations; Left Hand Drive NOT Authorized).
14. Salary advance of 3 months is authorized. Advances may be made during the period of 3 weeks before the estimated departure date to a foreign duty post or up to 2 months after arrival. Repayment may be made by payroll deductions of up to 26 subsequent pay periods or by lump-sum payment.
15. Real estate expenses will not be authorized.
16. An overseas sponsor will be appointed at the time of selection to provide more specific information.
17. Overseas allowances are subject to change without notice. Additional information regarding allowances and differentials can be found in the Department of State Standardized Regulations (DSSR). Information regarding overseas travel entitlements can be found in the Joint Travel Regulation (JTR) Volume II. Upon selection of this position, specific allowance rates will be provided.
18. If this position is filled by a military spouse residing in the commuting area, the military spouse will be given a time limited appointment.
19. If selected for this position, pay retention, as defined in DLAR 1416.8, will be offered to successful applicants whose pay would otherwise be reduced.

**HOW TO APPLY:** Applicants may choose any of the following written application formats:

- (1) OF 612, Application for Federal Employment, available from Federal personnel offices, Office of Personnel Management, and State Employment Agencies.
- (2) SF 171, Application for Federal Employment.
- (3) Resumes. Certain information is required to be included on resumes. These requirements are specified in OF 510, Applying for a Federal Job. The form may be obtained from Federal personnel offices, Office of Personnel Management, and State Employment Agencies. Failure to provide all of the required information could result in an ineligible rating.

**Applicants must forward a written application/resume along with the following documents and forms:**

- a. The attached Merit Promotion Questionnaire. APPLICATIONS RECEIVED WITHOUT THE MERIT PROMOTION QUESTIONNAIRE WILL NOT BE CONSIDERED.
- b. A copy of current annual performance rating and appropriate performance standards. (For DLA employees, DLA Forms 46 and 46A (Jun 86 version) or Merit Pay appraisal and standards, if applicable, are to be submitted. DLA employees serviced by non-DLA personnel offices may submit their current appraisals and performance standards on the appropriate forms utilized by their respective systems). FAILURE TO SUBMIT A CURRENT PERFORMANCE APPRAISAL (NO MORE THAN 18 MONTHS OLD) MAY AFFECT APPLICANT'S OVERALL RATING. Applicants who have a minimally acceptable or unacceptable annual performance rating will not be certified for promotion consideration.
- c. A list of all awards received within the past 10 years, including the dates of the awards.
- d. Copy of recent SF-50-B, Notification of Personnel Action, for verification of competitive status/reinstatement eligibility.

**WHERE TO APPLY:** ATTN: DASC-HC, DLA Administrative Support Center, 8725 John J. Kingman Road, Suite 0119, Fort Belvoir, Virginia 22060-6220. APPLICATION MUST BE POSTMARKED BY THE CLOSING DATE INDICATED IN THE JOB OPPORTUNITY ANNOUNCEMENT.

For further information regarding this vacancy, call (703) 767-7320 or DSN 427-7320. For general vacancy information, call (703) 767-7100 or DSN 427-7100.

**ALL QUALIFIED CANDIDATES WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, MARITAL STATUS, UNION MEMBERSHIP, OR NONDISQUALIFYING PHYSICAL OR MENTAL DISABILITIES.**

# Merit Promotion Questionnaire

**Position:** Quality Assurance Specialist (Chemicals), GS-1910-11

**Location:** Singapore

**JOA#**

**Applicant Name:** \_\_\_\_\_

**SSN:** \_\_\_\_\_

**Office Phone:** \_\_\_\_\_

## Privacy Act Notice

This questionnaire is designed to provide the information needed to evaluate your qualifications and make a selection. Authority to gather this information is derived from 5 U.S.C. 3301. Failure to properly complete the form may result in the questionnaire being rejected or your being rated ineligible.

## How to Fill Out This Questionnaire

This questionnaire asks for a variety of types of information needed to assign a rating for the JOA listed above. Each Ranking Question includes the point value assigned to it. Please mark your answers clearly. You cannot submit any information after the JOA closes.

Answer each Ranking Question truthfully. Falsification of your answers may result in disciplinary action, up to and including removal. Circle all answers for which you can truthfully answer YES. After each Ranking Question, you must indicate the block(s) on your application where you obtained the experience. Your application has identifying letters for experience sections. For example, if you got your experience in your current job and in your most recent job, you would enter A-B in the "Where on Application" column. **YOU WILL NOT RECEIVE POINTS FOR RANKING QUESTIONS WHERE YOU DO NOT COMPLETE THIS COLUMN.**

## Education

Up to 15 points are awarded for education. Identify your level of education and the major field of study for each level. An academic year is 30 Semester or 45 Quarter hours. Point values are not cumulative. The following Majors are RELATED: Business Administration/Management, Chemistry, Electronics, Engineering, Economic Finance, Industrial /Material Management, Math, Marketing and Production Management

### Level of Education

### Major (points)

8 Semester/12 Quarter Hours	_____ Any Major ( 0 )		
16 Semester/24 Quarter Hours	_____ Any Major ( 2 )		
1 Academic Year	_____ Any Major ( 3 )		
2 Academic Years	_____ Related Major ( 8 )	_____ Other Major ( 5 )	_____ Any Major ( 0 )
3 Academic Years	_____ Related Major ( 10 )	_____ Other Major ( 6 )	_____ Any Major ( 0 )
Bachelor's Degree	_____ Related Major ( 15 )	_____ Other Major ( 9 )	_____ Any Major ( 0 )
1 Graduate Academic Year	_____ Related Major ( 15 )	_____ Other Major ( 10 )	_____ Any Major ( 0 )
Master's Degree or Higher	_____ Related Major ( 15 )	_____ Other Major ( 12 )	_____ Any Major ( 0 )

## Awards

Up to 5 points are given for creditable awards. You get one point each for up to five occurrences of each award type. Do not list awards you received more than five years before the date you submit this Questionnaire.

_____ Value Engineering	_____ Meritorious or Superior Civilian Service
_____ EEO Award	_____ Commendable Service Certificate
_____ Cash Award (SSPA, QSI, On-the-Spot, Beneficial Suggestion for which cash was paid, etc.)	

## Performance Ratings

Up to 15 points are given for performance ratings. List your three most recent annual performance ratings received in the past five years and indicate if they were for a *Related* or *Unrelated* job series. You will get one point for each year for which you do not indicate a performance rating. **Do not check more than three boxes.** *Related* job series are: Any GS-800 Series, GS-1150 Series, GS-1670, GS-1910

### Rating Level

### Related

### Unrelated

Exceptional (Level 5)	_____ 5 points each	_____ 3 points each
Highly Successful (Level 4)	_____ 4 points each	_____ 2 points each
Fully Successful (Level 3)	_____ 3 points each	_____ 1 points each
Below Fully Successful (Level 1 or 2)	_____ 0 points each	_____ 0 points each

[illegible]

Ranking Questions	Where on Application
<p style="text-align: center;"><b>Quality Assurance Specialist(Chemicals), GS-1910-11</b></p> <p><b>15. Have you served as the lead petroleum QAR during 1-5 tanker/barge loading operations?</b>  A. Yes                      B. No</p> <p><b>16. Have you served as the lead petroleum QAR during 6-10 tanker/barge loading operations?</b>  A. Yes                      B. No</p> <p><b>17. Have you served as the lead petroleum QAR during more than 10 tanker/barge loading operations?</b>  A. Yes                      B. No</p> <p><b>18. Have you served as the lead petroleum QSR during 1-5 tanker/barge discharging operations?</b>  A. Yes                      B. No</p> <p><b>19. Have you served as the lead petroleum QSR during 6-10 tanker/barge discharging operations?</b>  A. Yes                      B. No</p> <p><b>20. Have you served as the lead petroleum QSR during more than 10 tanker/barge discharging operations?</b>  A. Yes                      B. No</p> <p><b>21. Have you served as the lead petroleum QAR during 1-10 pipeline movements?</b>  A. Yes                      B. No</p> <p><b>22. Have you served as the lead petroleum QAR during 11-30 pipeline movements?</b>  A. Yes                      B. No</p> <p><b>23. Have you served as the lead petroleum QAR during more than 30 pipeline movements?</b>  A. Yes                      B. No</p> <p><b>24. Have you served as the lead petroleum QAR during 1-10 Into-Plane inspections?</b>  A. Yes                      B. No</p> <p><b>25. Have you served as the lead petroleum QAR during 11-50 Into-Plane inspections?</b>  A. Yes                      B. No</p> <p><b>26. Have you served as the lead petroleum QAR during more than 50 Into-Plane inspections?</b>  A. Yes                      B. No</p> <p><b>27. Have you made presentations to division and/or command level audiences?</b>  A. Yes                      B. No</p>	

Ranking Questions	Where on Application
<p style="text-align: center;"><b>Quality Assurance Specialist(Chemicals), GS-1910-11</b></p> <p><b>28. Have you served as a petroleum staff specialist?</b>  <b>A. Yes                      B. No</b></p> <p><b>29. Have you prepared time and motion data for use in budget and manpower reports?</b>  <b>A. Yes                      B. No</b></p>	

Certification
<p>I hereby certify that the information I have provided in this Questionnaire is complete and truthful. I understand that falsification of this Questionnaire may result in disciplinary action, up to and including removal.</p> <p>Signature: _____ Date: _____</p>